

WOODROW WILSON REHABILITATION CENTER POLICIES AND PROCEDURES			
Title:	Receiving Student Medication via USPS		
Policy Number:			
Effective Date:	October, 2011	Page	1 of 1
Lead Department:	Business Office		

OBJECTIVE

To establish and maintain a secure system of controlling receipt and delivery of student medication received via United States Postal Service.

POLICY

To establish and maintain clear guidelines for WWRC clients to receive their medications from home via USPS in a timely, safe and effective manner.

ADMINISTRATION:

The Fiscal Director shall be responsible for the administration of this procedure. The Mailroom Supervisor maintains all mailroom policies and is responsible for ensuring the mail is directed appropriately and efficiently according to WWRC policy.

PROCEDURE

1. The WWRC Orientation Package that clients and parents receive upon admission shall include a handout with information providing direct address for mailing medication to WWRC clients.
2. All WWRC Nursing Staff and Mailroom Staff will be provided with this same handout for instances where they receive telephone calls asking procedure for mailing medication to clients.
3. Packages containing student medication shall be uniquely addressed so that the WWRC mailroom operators will know instantly to contact Nursing Department directly via email and telephone (540-332-7019 or 540-332-7192) to advise that medications have arrived for pick-up by Nursing Department designee(s).
4. Medication packages will be placed in the WWRC Nursing Department mailbox upon receipt and cannot be retrieved without the mailbox key that is located in the Student Health key box. If packages are too big for the mailbox, the Mailroom Staff will provide opportunity for package pick-up via window during normal hours from noon to 1:15pm or 3pm to 4pm. If packages must be retrieved outside normal hours, arrangements will be made with Mailroom Staff to provide package pick-up directly from Mailroom Staff. This provides secure transfer of medication from Mailroom to Nursing Department.
5. The unique address to be used strictly for receipt of client medication is as follows:

Woodrow Wilson Rehabilitation Center
P. O. Box 1500; W-800
Fishersville, VA 22939